

15th December 2015

Dear Parent/Carer,

Improving School Communications with ParentMail

With immediate effect we will be upgrading to PMX – ParentMail’s latest platform.

The benefits to this are that we can use ParentMail to send home all school correspondence including permission forms and surveys and to book appointments for Parents’ Evenings.

For parents, the latest version of ParentMail means you can easily pick up school messages on your smartphone by downloading the free ParentMail App on Android or iOS.



- Access ParentMail even when there’s no network connection.
- No need to search through your busy personal inbox for school messages.
- Instant access – no need to login to complete forms or read messages.
- In app ‘notifications’ help make sure things don’t get missed or forgotten.
- Helps preserve your data allowance.

To use the latest version of ParentMail all you need to do is verify your account. On 4th January 2016 you will be sent either an email or text message from ParentMail. If you have both a mobile number and an email address registered on your account, you will receive a registration invitation by text **and** email. This invitation is only valid for seven days and will expire on 11th January.

You can decide which way you register – but you will only need to register once, following the instructions below.

Mobile registration:

Please click on the link from the text message and follow the verification process. You will be asked to enter some details, answer a security question to verify who you are and to set a password for your account.

Email registration:

Please click on the link from the email and follow the verification process. As above, you will be asked to enter some details, answer a security question to verify who you are and to set a password for your account.

From 4th January we will no longer be issuing paper copies of letters and all communication will be via ParentMail and on our Website. We will also be using PlusPay, the online payments system provided through ParentMail for all trips and visits. Further information will be issued with the details of the next trip that your daughter is eligible for.

Please be assured that ParentMail is registered with the Information Commissioner and guarantees that all information you provide will be kept private and will not be passed on to any other organisation.

If you have any issues or queries with the process please contact Student Services via office.manager@ricardslodge.merton.sch.uk as soon as possible.

Yours faithfully

Alison Jerrard
Head Teacher